

## **NON-PERMANENT FISCAL TECHNICIAN 2 - BUSINESS SERVICES, GENERAL ACCOUNTING, OLYMPIA**

There is currently one 6 month non permanent Fiscal Technician 2 opportunity with the Business Services Program, General Accounting located in Olympia.

**Position:** Fiscal Technician 2

**Duration:** 6 months

**Anticipated Start Date:** December 18, 2006

**Salary:** Range 32, \$2102-\$2649 monthly

**Location:** 902 East Union, Olympia Washington

**Responsibilities include:** Responsible for the daily deposit of all non license monies received by the department. This includes federal, state, local government and private billings. Analyze and record monies into the proper revenue codes and or revenue code on the cash journals in compliance with OFM policy #85.20.10.e - cash receipts must be deposited intact within 24 hours of receipt. Complete the daily bank deposit slip. Daily record in the in-house cash receipt system all monies received. Distribute the cash receipts to the proper personnel. Book and maintain the cash journal batch log in Excel. Assist in the monthly reconciliation of all revenue received. Input and audit all WDFW Licensing Division's CJ's. Responsible for the licensing of agency owned vehicles. Ordering of Voyager and DOT gasoline credit cards for WDFW equipment and vehicles. Cancel and replace lost or stolen gasoline credit cards. Assist in the maintenance of the Vehicle Mileage Tracking System. Audit Voyager Credit Card billings for questionable charges. Research answers/troubleshoot for field personnel questions relating to vehicles including VMTS related questions. Maintain and organize vehicle document files. Process WDFW bulk fuel reports for quarterly taxes on diesel fuel. Assist in auditing AFRS backup for journal vouchers and cash journals. Assist in the cross-referencing of expenditure transfers and keying of journal vouchers into AFRS when needed.

**Please contact Karen McManus at (360) 664-4988, or by e-mail at [mcmanklm@dfw.wa.gov](mailto:mcmanklm@dfw.wa.gov) by December 7, 2006.**

**Fiscal Technician Desirable Qualifications and Competencies:** Most positions require high school graduation or GED equivalency. Other positions require some college, vocational, or business school training to be completed. Some positions require one to two years of general clerical or fiscal experience. Education usually can substitute year for year for experience. Typing may be useful for some positions.

This program receives Federal financial assistance from the U.S. Fish and Wildlife Service. It is the policy of the Washington State Department of Fish and Wildlife (WDFW) to adhere to the following: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972. The U.S. Department of the Interior and its bureaus prohibit discrimination on the basis of race, color, national origin, age, disability and sex (in educational programs). If you believe that you have been discriminated against in any program, activity or facility, please contact the WDFW ADA Coordinator at 600 Capitol Way North, Olympia, Washington 98501-1091 or write to:

U.S. Fish and Wildlife Service  
Office of External Programs  
4040 N. Fairfax Drive, Suite 130  
Arlington, VA 22203